

**22 JANUARY 2004**



**Operations**

**PROGRAM ELEMENT CODE (PEC) 55166  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 944 CES/CEX (MSgt M. May)

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This instruction implements AFD 10-2, *Readiness*. It establishes responsibilities and procedures for managing the PEC 55166 program. It applies to 302d Fighter Squadron (FS) Life Support, 944th Civil Engineer Squadron (CES) Explosive Ordnance Disposal (EOD), 944 CES Fire Department (FD), 944 CES Full Spectrum Threat Response (FSTR) personnel, and 944th Logistic Readiness Squadron (LRS) distribution.

**1. General Information.** Headquarters Air Force Reserve Command (HQ AFRC) provides funding for the purchase of Nuclear, Biological, and Chemical (NBC) equipment and supplies. These funds are administered under PEC 55166, and are managed by the 944 CES/CEX flight. The 944 NBC working group determines what equipment or supplies are needed and this information is submitted to HQ AFRC/CEXR. Based on those requirements, funds are then flowed to the unit for purchase of items.

**2. NBC Working Group.** The working group is the key to the success of the program. This group is made up, as a minimum, of the senior Life Support Air Reserve Technician (ART), the LRS Distribution ART, and the FSTR ART. Other members may include representatives from EOD, FD, LRS Readiness, Wing Financial Manager (FM), and the Mission Support Group Deputy Commander. These personnel will meet a minimum of three times per year, in November to establish the annual budget requirements, in March (mid-year), and finally in August (end of year). The FSTR ART will schedule the meetings, establish the agenda (**Attachment 2**), and distribute the meeting minutes. **NOTE:** Ensure everyone attending sign-in for minutes distribution.

2.1. Group Mandate. The prime function of the group is to determine NBC equipment and supply needs to meet mobility requirements. Prior to meeting, the group members will review their needs and be ready to present those needs and associated costs at the meeting. Once a consensus on needs is achieved, the listing will be prioritized and given to the wing FM for review. After review, the listing will be given to the FSTR ART, who will transfer the requirements to the AFRC spreadsheet and forward it to HQ AFRC/CEXR for review and approval. Copies of the spreadsheet will be forwarded to

Life Support and LRS Distribution so they can forward copies to their counterparts at 10th Air Force (AF) and AFRC. 944 FW/FM adds the NBC/PEC 55166 requirements to the wing's annual Financial Plan and Operations and Maintenance Unfunded Request listing and forwards to 10 AF and AFRC/FM, as requested.

**3. Ordering Steps.** When AFRC grants funding authority, the approved purchase listing will be returned to the FSTR ART and the ordering process can begin. Funds may not be present at the time of approval; however, funds must be loaded and available before documents are processed. The three key areas, 302 FS Life Support, LRS Distribution, and FSTR may begin procuring the items via the appropriate method.

3.1. Supply Account:

3.1.1. AF Form 2005, **Issue/Turn-In Request**.

3.1.2. CAM/SBSS Interface.

3.2. Local Purchase:

3.2.1. AF Form 9, **Request for Purchase**.

3.2.2. Government Purchase Card (GPC).

3.3. Items below the \$2,500 threshold and approved for purchase using the GPC will be requested using a 944 FW Form 5, **Government-Wide Purchase Card Request and Checklist**, submitted to the authorized GPC cardholder for PEC 55166 program.

CRAIG S. FERGUSON, Brig Gen, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***Abbreviations and Acronyms***

**AF**—Air Force

**AFRC**—Air Force Reserve Command

**ART**—Air Reserve Technician

**CES**—Civil Engineer Squadron

**EOD**—Explosive Ordnance Disposal

**FD**—Fire Department

**FM**—Financial Manager

**FS**—Fighter Squadron

**FSTR**—Full Spectrum Threat Response

**GPC**—Government Purchase Card

**HQ**—Headquarters

**LRS**—Logistics Readiness Squadron

**NBC**—Nuclear, Biological, Chemical

**PEC**—Program Element Code

**Attachment 2****SAMPLE AGENDA**

Subject: 944 FW NBC Working Group Meeting

Date/Time: 27 June 2003/0800

Location: Bldg 999, Conference Room

Agenda:

1. Introductions
2. Purpose of NBC Working Group
3. Address Previous Taskings
4. Determine mobility shortages for groundcrew and aircrew (non-training)
5. 944 FW Priority list format
6. Determine/assign tasks
7. Questions/concerns, around the room
8. Next meeting date/time
9. Conclusion